



# USAID | INDIA

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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position. This is a short term limited employment opportunity, anticipated to last between three to five years and to be filled subject to funds availability.

**Advertisement No.** : USAID/16-18

**Position Title** : Human Resources Assistant

**Opening Date** : August 23, 2016

**Closing Date** : September 13, 2016

**Number of Positions** : Two (2)

**Office** : Executive Office (EXO)

**Grade** : FSN-8

**Location** : The position is based at New Delhi.

**Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

**Education:**

Completion of University degree in business administration, commerce, psychology, social work, social sciences or a related relevant field is required.

**Experience:**

Minimum of three years of experience in the field of Human Resources administration/management is required.

**Duties:**

The Human Resources Assistant serves in the USAID/India Executive Office (EXO), reporting to the Human Resources Specialist and performing a variety of personnel functions related to Foreign Service National (FSN)/Personal Service Contractor (PSC), US Personal Service Contractor (USPSC), and US Direct Hire (USDH) employment with the Mission. The HR Assistant will assist in position classification and recruitment; check-in and orientation; preparation of contracts and personnel actions; preparing travel authorizations; administering benefits, awards, trainings and performance management; preparing documents for issuance of diplomatic identity cards (ID), visas and special permits; processing exit/check-out and managing HR database and records.

Broadly, the incumbent's responsibilities will include:

**a. US Citizen Human Resources Management**

USDH: Provides a wide range of support services for USDH personnel administration; prepares cables to support assignment, request fund cites, initiate diplomatic title requests, prepare arrival and departure notices; orientation schedules and check-in packages, prepares documents to obtain appropriate visas and diplomatic ID cards; prepares Post Transfer Allowances and Education Allowances for dependent children; completes pre-departure procedures for separating employees, including final clearance, return of ID cards, etc.; assists in management of the Annual Evaluation process; preparation of NSDD-38 requests; participates in meetings related to administrative matters such as bidding cycle, rotation of tour etc.; assists in conducting the Mission position validation exercise in order to establish requirements for bidding and coordinates the provision of Hindi-language instruction for USDH employees.

USPSC: Assists in administering USPSC employment program by classifying or otherwise providing a Market-Rate Determination; processing recruitment, benefits administration and separation; assists in preparing and distributing pre-solicitation documents, including position descriptions, vacancy announcements, proposed budgets, etc.; reviews salary history for candidates and recommends starting salary by calculating compensation and benefits; processes medical and security clearances, prepares PSC contract, prepares orientation programs, and administers the check-in process; provides assistance in obtaining Mission ID cards, commissary/American Community Support Association membership, Administrative and Technical Staff Status, Non-Diplomatic Identity Cards, and obtaining visa extensions from the Government of India. S/he administers/implements periodic-step-increases, promotions, and reassignments; manages the performance appraisal process; prepares documents for processing school bills for dependent children; and administers departure procedures, including final clearance, return of ID cards, contract close-out, etc.

The incumbent provides support for administering the Mission Summer Hire Program by coordinating with Embassy/Management/HR and Community Liaison Office; obtaining security and medical clearances, preparing short-term contracts; following up on the work performance of hires/interns and preparation of close-outs at contract end.

**b. FSN Human Resources Management**

The incumbent assists Mission employees in preparation of FSN position descriptions, provides advice on the preparation of Job Discussion Help Sheets, conducts position interviews; prepares and submits classification packages to the regional classification unit; liaises and coordinates with the regional classification unit to finalize the classification process. S/he prepares job announcements, screens applications, conducts interviews, provides salary negotiation, obtains pre-employment clearances, and updates recruitment information. S/he makes arrangements and provides logistics for in-house trainings and trainings conducted at the Mission; maintains training records for Mission staff, monitors local training institutes to assure course offerings meet Mission needs, assists in coordinating Training Committee meetings by reviewing training requests and assuring proposed training is job related or otherwise meets USAID standards, and arranges for funding and/or administrative clearance for enrolled employees.

The incumbent prepares and monitors FSN Personal Services Contracts and amendments, obtains required clearances on contracts and amendments for initial hiring, processes within grade increase, promotions, reassignments, terminations, etc., and completes and processes personnel actions as required. S/he assures budgets for each contract and/or amendment are accurate, and adheres to procurement regulations; provides advice as required to offices throughout the Mission on budgeting and other aspects of PSC employment.

S/he enrolls new employees under appropriate and/or selected insurance plans and arranges fund cites for the same from the Regional Financial Management Office. The incumbent makes arrangement for medical check-ups and overseas insurance coverage for Temporary Duty (TDY)/official travel for FSNs to the US and third countries, and ensures enrollment under the Health and Accident Coverage from Washington.

The incumbent prepares the FSN new-employee orientation schedule; provides orientation to newcomers on various personnel policies and procedures; assists new employees with check-in procedures, ensures completion of mandatory forms, and assists in obtaining employee ID cards from the Regional Security Office. S/he prepares separation notices/acceptance of resignation letters, and ensures completion of all pre-departure formalities for separating employees.

#### c. Performance Evaluation, Awards, and Special Immigrant Visa (SIV) Programs

S/he assists in administering Mission FSN Performance Evaluation program, follow up with offices on the establishment of Work Objectives, conducting mid-cycle reviews, and submission of evaluation reports. The incumbent manages the USAID Awards program for the Mission. S/he will be required to verify eligibility by reviewing employee records and maintain updated awards data; advises staff on required procedures and guidelines, eligibility, approval steps, and the type of recognition permissible in accordance with Mission policies and established Post operating procedures. Also coordinates with Embassy HR for timely submission of completed award and SIV nominations.

#### d. HR Database

The incumbent maintains employee information and data in the Mission WebPASS (HR Information System) and other required personnel reporting systems; prepares routine, miscellaneous and ad-hoc reports for the EXO and Mission Management; and generates quarterly staffing patterns.

#### e. Travel

The incumbent is responsible for preparing entitlement travel authorizations for US personnel, such as Rest & Recuperation, Home Leave, Educational, Medevac, Emergency Visitation, etc. In addition the incumbent prepares required employment certificates needed by US and FSN employees for visas for TDY travel to other countries, and assists TDYers to obtain short-term visa extensions while in India. S/he will coordinate with the travel contractor to ensure application of USG travel policies.

**Language:**

Fluency in English and Hindi is required.

**Knowledge:**

Thorough knowledge of personnel and contracting regulations, position classification procedures, policies and procedures governing American employment, wage and salary, recruitment techniques/concepts and practices, Indian employment laws and prevalent employee benefits is required. Thorough knowledge of regulations, policies and procedures governing American employment, and Indian Government regulations on visa procedures is required.

**Skills and Abilities:**

Excellent inter-personal skills and external and strong orientation is required. Excellent written and oral communication skills to effectively communicate and maintain rapport with various levels of customers is required. Clear understanding of HR processes; excellent team work aptitude and skills; and coordination skills with multiple customers. Good mathematical skills in computing budget estimates related to service contracts, retirement benefits, calculating other ratios like the promotion rate, employee turnover rate. Excellent computer skills in MS Office applications; ability to quickly adapt various on-line HR systems is required.

**To Apply:**

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the DS-174:

[http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc)

**Applications not submitted in the specified form will not be accepted.**

2. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

**Or**

**Print copies** of applications to:

Human Resources  
United States Agency for International Development  
U.S. Embassy  
Shantipath, Chanakyapuri  
New Delhi – 110 021

3. **Applicants must specify the position title in Box No. 1 and vacancy announcement number in Box No. 3 of the Application Form.** Applications without reference to a specific advertisement number will not be accepted.

**Notes:**

**Probationary Period:** FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees who have moved to a new position (anytime after completing their initial probationary period) are required to be in their present position for not less than 120 days before applying for another USG position.

**Compensation:** The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

**Age Requirement:** Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National employees is 60 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.